

## INSTRUCTIONS FOR COMPLETING FORM SR-2

Use BLACK ink if handwritten or typed. Enter your correct business name and mailing address in the blank space in the upper left hand corner of the form. Enter the federal employer identification number issued to you by the IRS in the blocks to the right of the mailing address. For questions on Items 1-8 and 10-14, call the Status Unit at 334-242-8830. For questions on Item 9, call the Labor Market Information Division at 334-242-8873.

- ITEM 1.** Mark the type of employment you are reporting
- . NON-FARM is employment in any regular business that is not agricultural, domestic, or governmental.
  - . AGRICULTURAL is employment on a farm in connection with raising or harvesting any agricultural or horticultural commodity.
  - . DOMESTIC is employment in a private home, local college club, or local chapter of a college fraternity or sorority for a person, their spouse, or estate.
  - . GOVERNMENTAL is employment in state and local entities.
- ITEM 2.** If yes, enter account number on Item 2a.
- ITEM 3.** If yes, enter what state(s) on Item 3a.
- ITEM 4.** Your firm is subject to FUTA if you had employees in another state prior to having employees in Alabama. Enter the year you became subject on Item 4a. and indicate on Item 4b. if you are still liable.
- ITEM 5.** If you started a new business, mark yes and enter date of your first employment on Item 5b. Skip to Item 7. If you acquired an on-going business, enter date of your first employment on Item 5b. and complete Item 6.
- ITEM 6.** The predecessor is the previous owner from whom you acquired the business or the entity with which your firm merged. If you changed form of organization (i.e. sole proprietor to corporation), the predecessor is the entity from which you changed. Enter all information in Items 6a., b., c., and d. In Item 6e., mark yes if your predecessor (previous owner) will no longer report employment in Alabama and enter the date on which the predecessor ceased employment on Item 6f.
- ITEM 7.** Insert year and total wages paid in each quarter. If the present quarter is not complete, enter total wages paid to date.
- ITEM 8.** Enter the year for which you are reporting and the number of employees you had in employment each week following the date entered in Item 5b.
- ITEM 9.** See attached instruction sheet. For questions on Item 9, call the Labor Market Information Division at 334-242-8873.
- ITEM 10.** Mark form of organization. If LLC, you must indicate filing status with the IRS on Item 10a. If Non-Profit with 501(c)3 exemption, mark yes on Item 10b. and attach a copy of your letter of exemption from the IRS.
- ITEM 11.** List name of owner, partners, officers and members and their social security numbers. If the member(s) of the LLC is another entity, enter that member's federal identification number.
- ITEM 12.** If yes, you must submit an Application for Voluntary Election (Form UC-6). The Application for Voluntary election may be downloaded at [www.Labor.alabama.gov/docs/forms/uc\\_form\\_uc-6.pdf](http://www.Labor.alabama.gov/docs/forms/uc_form_uc-6.pdf).
- ITEM 13.** Enter your business name, physical location in Alabama, and telephone number. List fax, email address and contact person, if applicable.
- ITEM 13a.** Leave blank if you prepare your own reports. If someone else is responsible for filing your wage reports, enter all applicable information.
- ITEM 14.** The application should be signed by an owner or officer of the business. However, if signed by a CPA, Tax Preparer, etc., a Power of Attorney should be included with the application in order to handle tax matters for the subject entity. The Power of Attorney form may be downloaded at [www.Labor.alabama.gov/docs/forms/uc\\_power\\_of\\_attorney.pdf](http://www.Labor.alabama.gov/docs/forms/uc_power_of_attorney.pdf).